



# California Public Utilities Commission

## Assistant Chief Administrative Law Judge, Public Utilities Commission (PUC)

<b>Exam Code:</b>	0UC04
<b>Class Code:</b>	6101
<b>Department:</b>	California Public Utilities Commission
<b>Exam Type:</b>	Departmental Open
<b>Final Filing Date:</b>	Continuous

### CLASSIFICATION DETAILS

**Assistant Chief Administrative Law Judge, Public Utilities Commission**

\$12,416.00 to 15,620.00 per month.

View the [Assistant Chief Administrative Law Judge, Public Utilities Commission specification](#)

### APPLICATION INSTRUCTIONS

**Final Filing Date:** Continuous

The testing office accepts applications on a continuous basis.

#### **WHO SHOULD APPLY:**

Applicants who meet the minimum qualifications as stated in this bulletin may apply to take this examination.

**Candidates may only test once during a 12-month period.**

#### **HOW TO APPLY:**

To apply for this exam, you must submit an Examination/Employment Application (Std. 678) to the California Public Utilities Commission (CPUC). If you have a CalCareer account with CalHR (<https://www.calcareers.ca.gov/>), you can log in and download a copy of your up-to-date Std. 678 Examination/Employment Application. Alternatively, you may access the application template here: <https://jobs.ca.gov/pdf/std678.pdf>.

**\*\*Preferred and most expeditious method of Submission:**

**ELECTRONIC SUBMISSION:** Submit your state Examination/Employment Application (Std. 678) via email to: [pucexams@cpuc.ca.gov](mailto:pucexams@cpuc.ca.gov)

**HARDCOPY SUBMISSION:** You may submit a hardcopy of your Examination/Employment Application (Std. 678) by mail to:

California Public Utilities Commission  
Human Resources Division  
Attention: Selection Unit – Assistant Chief Administrative Law Judge  
505 Van Ness Ave, Room 3008  
San Francisco, CA 94102

**DROP-OFF:** You may apply in person by submitting a hardcopy of your Examination/Employment Application (Std. 678) to:

California Public Utilities Commission  
Human Resources Division  
Attention: Selection Unit – Assistant Chief Administrative Law Judge (ACALJ)  
505 Van Ness Ave, Room 3008  
San Francisco, CA 94102  
M-F, 8:00 a.m.– 4:00 p.m.

**NOTE: Do not submit your Examination/Employment Application (Std. 678) to the California Department of Human Resources (CalHR).**

**Special Testing Arrangements:**

If you require assistance or alternative testing arrangements due to a disability, mark the appropriate box on question 10 of the Examination/Employment Application. We will contact you to make arrangements that are convenient for you prior to the examination.

**MINIMUM QUALIFICATIONS**

**All applicants must meet the education and/or experience requirements for this examination by the date they take the examination.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time in Pattern I, and additional experience amounting to 50% of the required time in Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Either I**

Two years of experience in the California state service performing the duties of an Administrative Law Judge II, Public Utilities Commission.

## Or II

Five years of experience in the practice of law\*, including participation in several contested cases, at least three years of which shall have been in the field of public utility regulation.

\*Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.

### **POSITION DESCRIPTION**

#### **Assistant Chief Administrative Law Judge, Public Utilities Commission**

Under direction, to assist in planning and coordinating the work of the Administrative Law Judge Division staff engaged in conducting formal hearings on proceedings before the Commission; to review the findings and the drafts of proposed opinions resulting from such hearings; to conduct hearings and prepare opinions and orders; and to do other related work.

### **EXAMINATION SCOPE**

This examination will consist of a **Training and Experience Written Narrative**, weighted 100%. The Training and Experience Written Narrative consists of job-related questions for which candidates must submit typed responses. A panel of subject matter experts will evaluate competitor responses to each question using job-related rating and scoring criteria.

Applicants who meet the minimum qualifications will be sent an email notice with the Training and Experience Written Narrative questions, which is designed to identify a range of information regarding each candidate's knowledge, skills, abilities, and experience to effectively perform the duties required in the classification.

Candidates must complete and return the Training and Experience Written Narrative responses to a designated email address by the date specified in the email notice to be rated. Candidates failing to return their responses by the specified date will be eliminated from the rating process.

**The PUC reserves the right to modify the selection process as necessary to conform to administrative or business necessity.**

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in the exam component will be measuring competitively, relative job demands, each applicant's knowledge and abilities.

#### **A. Knowledge of:**

1. Law governing the Public Utilities Commission, law administered by it, and judicial interpretation of such laws.
2. Rules and regulations of the Public Utilities Commission.
3. Conduct of proceedings and rules of evidence and procedure before the Public Utilities Commission.
4. Administrative and constitutional law applicable to the Public Utilities Commission.

5. Laws governing the issuance of subpoenas, taking of depositions, and serving of notices and orders.
6. Basic principles of organization, structure, and financing of public utilities.
7. The Commission's Affirmative Action Program objectives: the manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

**B. Ability to:**

1. Do research on legal problems arising in connection with hearings.
2. Analyze, appraise, and apply legal principles, evidence, and precedents to legal problems.
3. Make accurate summaries of evidence and prepare examiners' reports, opinions, and findings.
4. Present written statements of fact, law, and argument clearly and logically.
5. Conduct fair and impartial hearings.
6. Analyze situations accurately and adopt an effective course of action.
7. Develop and maintain sound cooperative relationships with those contacted during work.
8. Interpret and apply the principles of personnel management and effective supervision.
9. Effectively contribute to the Commission's affirmative action objectives.

**Special Personal Characteristics:**

Impartiality, judicial temperament, emotional stability, clear enunciation, neat personal appearance, and pleasing personality.

## **ELIGIBLE LIST INFORMATION**

A list of eligible candidates will be established for the California Public Utilities Commission. Names of successful candidates will be merged onto the list in the order of final scores regardless of dates. The list will be effective for at least 12 months and up to 48 months to meet the needs of the Commission.

**Veterans' Preference** will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

## TESTING DEPARTMENTS

California Public Utilities Commission

## CONTACT INFORMATION

If you have any questions regarding this examination bulletin, please contact:  
The CPUC Selection Unit by clicking on the link: [pucexams@cpuc.ca.gov](mailto:pucexams@cpuc.ca.gov).  
Utilizing this email is the most **expeditious** and **preferred** method of communication.

California Public Utilities Commission  
Attn: Human Resources Division - Selection Unit  
505 Van Ness Ave, Room 3008  
San Francisco, CA 94102  
Phone: 1-800-555-7809  
California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The **California Public Utilities Commission** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

**Applications** are available at the State Personnel Board office, local offices of the Employment Development Department, and in the Human Resources Office of the California Public Utilities Commission.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification form the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.